



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL
BOX 788250
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 1500.4C
Code 0003
26 November 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1500.4C

From: Commanding Officer

Subj: PROFESSIONAL DEVELOPMENT BOARD (PDB)

Ref: (a) Career Information Program Management
(NAVEDTRA 10238-A)

Encl: (1) PBD Profile Sheet

1. Purpose. To establish objectives, procedures and composition of the Naval Hospital Twentynine Palms Professional Development Board (PDB) per reference (a).

2. Cancellation. NAVHOSP29PALMSINST 1500.4B.

3. Discussion. The PDB is established to provide guidance and encouragement to all enlisted personnel, regardless of paygrade, to support initiatives taken by the member's immediate chain of command. Each member is responsible for his/her career and professional development. The chain of command has a responsibility to exercise leadership by disseminating information to assist members in understanding career options. Additionally, the Command considers working toward advancement to be a duty that each member is expected to assume. The PDB will guide the member in choosing a career path, in advancement procedures, and in a course of action that will benefit the member and the Navy.

4. Board Membership. Permanent members of the PDB will consist of the Command Master Chief, Command Career Counselor, Assistant head Education and Training, Assistant Head Manpower Management and Chief Petty Officer in Charge, Personnel Support Detachment. required participants shall be the department head or division officer, division chief, departmental/directorate career counselor of the individual appearing before the PDB.

5. Responsibilities

a. Command Master Chief will be the Chairman of the PDB and will prepare the agenda for each meeting.

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b. Command Career Counselor will be responsible for scheduling board meetings, notifying the members, maintaining a PDB tickler file, and typing the minutes of each meeting.

c. Directors/Department Heads/Division Officers will ensure scheduled individuals appear before the PDB.

d. Directorate/Departmental/Divisional Career Counselors will ensure the individual's service record and Professional Development Profile, enclosure (1), are presented to the Command Career Counselor two working days prior to the PDB.

e. Senior Enlisted Leaders will monitor individual progress and make recommendations to the PDB at follow-up boards.

6. Guidelines

a. The board will be at least quarterly or as deemed necessary by the chairman.

b. The PDB will monitor individual progress ensuring rate requirements set forth by the board have been completed in a reasonable time.

c. The PDB may review and make recommendations for the following:

- (1) Selective Conversion and Reenlistment (SCORE) program
- (2) Selective Training and Reenlistment (STAR) program
- (3) Rating conversions
- (4) Enlisted Education Advancement Program
- (5) Assignment to special duty (recruiting, company commander, instructor, etc)
- (6) Officer programs
- (7) All rating examination failures

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(8) "C" school request

(9) Failure to attain paygrade E-3 upon completion of 18 months of active duty.

(10) Failure to select to paygrade E-7 through E-9

7. Forms. The Professional Development Board Profile Sheet, MAVHOSP29PALMS Form 1500/09 (rev. 11/96) is being adopted in accordance with this instruction. This form will be completed on each member appearing before the PDB and be filed in the member's Command Career Counselor's office.



R. S. KAYLER

Distribution:
List A

PROFESSIONAL DEVELOPMENT BOARD PROFILE SHEET

DATE_____

Name_____ Rate_____ SSN_____

Work Center _____ Marital Status _____ Dependents _____

NAVY INFORMATION

Active Duty Service Date _____ EAOS _____ PRD _____

Date reported to this command_____

Evaluations:

Date:_____ Marks:_____

Date:_____ Marks:_____

NJP last 2 years:

Date:_____ Offences/Results:_____

Date:_____ Offences/Results:_____

ADVANCEMENT INFORMATION

Date of Rate_____ Eligible next Rate (E-) _____

Advancement Requirements: (Date Completed)

E-3 BMR_____

E-4 MRPO3_____ Rating Course_____

E-5 MRPO2_____ Rating Course_____

E-6 MRPO1_____ Rating Course_____

E-7 MRCPO_____ Rating Course _____ NAVLEAD_____

NAVY SCHOOLS

School_____

Date Completed_____

School_____

Date Completed_____

School_____

Date completed_____

NH29PALMS FORM 1500/09 (03/96)

Enclosure (1)

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ASVAB SCORES

FROM DATE AFQT GS AR WK PC NO CS AS MK MC EL VE

BOARD MEMBERS PRESENT

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

MEMBER'S GOALS

PROFESSIONAL DEVELOPMENT BOARD RECOMMENDATIONS

Reschedule for Follow -up PDB in _____

NH29PALMS 1500/09 (11-96)

Enclosure (1)